

BY ORDER OF THE COMMANDER



**70TH INTELLIGENCE WING
INSTRUCTION 36-2201**

29 MAY 2002

Personnel

OPERATIONS TRAINING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

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(SMSgt Janmari H. Gerstlauer)
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This instruction implements Air Force Policy Directive (AFPD) 36-22, *Military Training*, and Air Force Instruction (AFI) 36-2201, *Developing, Managing, and Conducting Training* and complements requirements and procedures stated in Air Force Manual (AFM) 36-2247, *Planning, Conducting, Administering, and Evaluating Training*. Guidance on evaluation of training is applicable only to operational duty positions not governed by Standardization and Evaluation (Stan/Eval) instructions. This instruction assigns responsibilities, directs actions, and prescribes procedures for conducting, managing, and evaluating operations training. This instruction applies to all 70th Intelligence Wing (70IW) personnel and its subordinate units. It does not apply to the Air National Guard or Air Force Reserve Command units or members. Use this instruction in conjunction with the following higher headquarters instructions: NSACSS PMM 285, *Structured On the Job Training (OJT) for Enlisted Military Personnel*; AFMAN 36-2234, *Instructional System Development*; AFMAN 36-2236, *Guidebook for Air Force Instructors*; AFH 36-2235 Volumes 1-11, *Information for Designers of Instructional Systems Designs*; and AFPAM 36-2211, *Guide for Management of Air Force Training Systems*. Submit suggested improvements to this supplement on AF Form 847, **Recommendation for Change of Publication**, through applicable channels to 70 IW/DO; 9800 Savage Road, Suite 6679; Fort George G Meade MD 20755.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

The title of the publication has changed from Education and Training to Operations Training. Also, this publication is more organized and streamlined from the previous edition.

1. Introduction. The Operations Training Division mission is to ensure Air Force cryptologic training, qualification, and proficiency requirements are satisfied for 70 IW-owned operational missions and for 70 IW personnel assigned to NSA/CSS directed operational missions.

1.1. Relationship of Operations Training, Stan/Eval, and Upgrade Training (UGT). Operations Training is proficiency and qualification training, as defined by AFI 36-2201. It is designed to ensure individuals are qualified to perform specific duties and tasks on an operational duty position and is accomplished through hands-on training using performance-based task breakdowns to ensure 100 percent task coverage. Personnel are determined to be position qualified by measuring them against standards set forth in the JQS for the person's dedicated position. Position qualification is accomplished through third-party certification in accordance with paragraph 5. below, or the Stan/Eval program, as applicable. Personnel in Air Force Specialty Code skill-level UGT may be upgraded (provided all other applicable requirements of AFI 36-2201 have been met) once deemed position qualified.

1.2. All personnel assigned to operations training should have a strong background in Instructional System Design (ISD) processes. As such, it is highly recommended that anyone lacking this background complete the following National Cryptologic Schools courses, or their equivalents, as soon as possible after assignment to operations training: EDUC-1160, *Introduction to the ISD Process*; EDUC-2525, *Conducting On-the-Job Training (OJT)*; AND EDUC-3470, *Developing Objectives and Tests*.

2. Objectives.

2.1. Ensure all personnel subject to this instruction adhere to applicable guidance and maintain proficiency according to established standards.

2.2. Provide guidance and oversight to the Command Language Program (CLP), the Morse Proficiency Program, and operations training as required.

2.3. Provide an assessment on the status of operations training in the wing for upper management as required.

2.4. Facilitate AFSC-related formal school allocations for the wing.

3. Responsibilities.

3.1. 70 IW Commander will:

3.1.1. Appoint, in writing, the 70 IW Command Language Program Manager (CLPM).

3.2. Wing Operations Training will:

3.2.1. Provide guidance and oversight to subordinate Operations Training elements for 70 IW-controlled units.

3.2.2. Act as the Cryptologic Training Authority for all assigned wing personnel and serve as the focal point for all operations training issues.

3.2.2.1. Gather, deconflict, consolidate and prioritize training requirements for subordinate groups.

3.2.2.2. Distribute AIA-mandated cryptologic training seat fills among subordinate groups.

3.2.3. Advocate 70 IW unit Operations Training interests at AIA and NSA training policy forums.

3.2.4. Provide liaison between subordinate organizations, sister units, 67 IOW, Det 1, HQ AIA (AFCO), AIA, ACC, AETC, the Cryptologic Training System, National Cryptologic School (NCS) and National Security Agency (NSA) workcenters.

- 3.2.5. Brief the Director of Operations and Wing Commander as required on status of Operations Training programs.
- 3.2.6. Assist in organizing, implementing and improving subordinate units' Operations Training programs.
- 3.2.7. Augment group Operations Training SAVs to subordinate units when requested.
- 3.2.8. Serve as the wing POC for the SENSOR OLYMPICS program.
- 3.3. The 70 IW Command Language Program Manager will:
 - 3.3.1. Attend the CLPM training seminar as soon as possible after appointment.
 - 3.3.2. Serve as the 70 IW Command Language Program Authority for language training issues.
 - 3.3.3. Assist subordinate groups to acquire necessary language training and materials.
 - 3.3.4. Gather, validate, consolidate and prioritize annual Cryptologic Linguist Program (CLIPR) requirements for 70 IW units when directed by HHQ. Forward data to AIA/DOOF.
 - 3.3.5. Gather, validate, consolidate and prioritize annual unfunded language training requirements for 70 IW units when directed by HHQ. Forward data to AIA/DOOF.
 - 3.3.6. Conduct CLP SAVs in conjunction with Operations Training SAVs.
 - 3.3.7. Augment group CLP SAVs to subordinate units when requested.
- 3.4. The wing 1N2 Training Manager will:
 - 3.4.1. Serve as the wing 1N2 training authority for Morse training issues.
 - 3.4.2. Assist subordinate groups to acquire training and materials as necessary.
 - 3.4.3. Conduct Morse Proficiency Program SAVs in conjunction with Operations Training SAVs.
 - 3.4.4. Augment group SAVs to subordinate units when requested.
- 3.5. Group Operations Training will:
 - 3.5.1. Serve as the Cryptologic Training Authority for all personnel assigned to the group.
 - 3.5.2. Develop group Operations Training policy and guidance. Forward group training OI to 70 IW/DOT for review prior to publication.
 - 3.5.3. Gather, deconflict, consolidate, prioritize and forward training requirements for subordinate units to 70 IW/DOT when requested.
 - 3.5.4. Advocate group and unit Operations Training interests at 70 IW and AIA training policy forums.
 - 3.5.5. Equitably distribute AIA-mandated training seat fills among subordinate units.
 - 3.5.6. Provide liaison between subordinate units, sister units, and 70 IW.
 - 3.5.7. Assist in organizing, implementing and improving unit Operations training programs.
 - 3.5.8. Request assistance from wing Operations Training when conducting SAVs on subordinate units as needed.

3.5.9. The 694 IG Operations Training division will serve as Cryptologic Training Managers for 70 IW and Det 1, HQ AIA (AFCO) staff training and proficiency requirements.

3.6. The Group Command Language Program Manager will:

3.6.1. Develop/manage a language proficiency program and serve as the focal point for all language training issues within the group. Provide guidance and oversight to subordinate units as necessary.

3.6.2. Assist subordinate units to acquire necessary language training and materials.

3.6.3. Gather, validate, consolidate and prioritize annual Cryptologic Linguist Program (CLIPR) requirements for subordinate units when directed. Forward data to 70 IW/DOT.

3.6.4. Gather, validate, consolidate, and prioritize annual unfunded language training requirements for subordinate units when directed. Forward data to 70 IW/DOT.

3.6.5. Conduct CLP Staff Assistance Visits (SAV) in conjunction with Operations Training SAVs.

3.6.6. If the Command Language Program is consolidated at the group level to conserve resources, the group CLPM prepares a memorandum for each 1N3 transferring to another unit in accordance with [Attachment 2](#). Insert the memorandum in the individual's AF Form 623.

3.6.7. The 694 IG Command Language Program will administratively support 70 IW and Det 1, HQ AIA (AFCO) staffs.

3.7. The Group 1N2 Training Manager will:

3.7.1. Develop/manage a Morse training program and serve as the focal point for all subordinate units to ensure compliance with Morse proficiency requirements.

3.7.2. Provide guidance and oversight to subordinate units on Morse training issues.

3.7.3. Assist subordinate units to acquire training and materials as necessary.

3.7.4. If the Morse Proficiency Program is consolidated at the group level to conserve resources, the group 1N2 training manager ensures current Morse proficiency data is entered in the individual's AF Form 623. Current data will be entered either on an AF Form 1098 or will be included via a memorandum in accordance with [Attachment 3](#).

3.8. Unit Operations Training.

3.8.1. Implement HHQ operations training guidance in a unit training instruction or separate Operations Training instruction. Provide a copy of unit OI to group Operations Training prior to publication for review. Operating Locations, Detachments and joint elements are exempt from this requirement as long as all requirements are met in the host unit's instruction. Exempt units must still establish an oversight process to ensure Air Force training requirements are being met.

3.8.2. Identify all operational duty positions in the unit Operations Training instruction.

3.8.3. Identify an Operations Training office of primary responsibility to accomplish the following:

3.8.3.1. Coordinate with unit ETM and forward supervisor recommendations for OJT trainers and task certifiers to the unit commander for approval, ensuring trainers and task certifiers satisfy all applicable prerequisites to include attending formal trainer and task certifier courses.

- 3.8.3.2. Develop and maintain local unit JQSs for tasks performed on operational positions not covered by the CFETP or wing common JQSs.
 - 3.8.3.3. Conduct and document annual reviews of all local unit JQSs.
 - 3.8.3.4. Develop and maintain Master Task Listings (MTL) for all operational duty positions.
 - 3.8.3.4.1. Identify tasks essential to mission accomplishment as critical tasks.
 - 3.8.3.5. Establish timelines for initial qualification training and certification.
 - 3.8.3.6. Develop checklists and review training documentation for completeness, accuracy and currency. Review must be conducted at least annually and documented.
 - 3.8.3.6.1. Trainees in qualification training must have training strengths and weaknesses documented weekly on AF Form 623a or other applicable documentation (*e.g.*, AIA Form 180).
 - 3.8.3.6.2. If in remedial training, a more intensive training plan will be created. More frequent documentation will occur until trainee is qualified.
 - 3.8.3.7. Establish procedures for certifying individuals on operational duty positions not governed by applicable Stan/Eval instruction and maintain certification packages for them. Unit OIs will identify training timelines.
 - 3.8.3.8. Maintain an inventory of training resources (study guides, instructions, training tapes, JQSs) necessary to implement this instruction and review at least annually for currency and accuracy.
 - 3.8.3.9. Implement a Command Language Program IAW with this instruction. If not managed through Operations Training, the unit instruction will identify the office of primary responsibility that fulfills this function.
 - 3.8.3.10. Implement a Morse Proficiency Program IAW this instruction. If not managed through Operations Training, the unit instruction will identify the office of primary responsibility that fulfills this function.
 - 3.8.3.11. Coordinate with other 8 AF cryptologic units to acquire training aids, informing appropriate group and 70 IW/DOT of assistance requests.
 - 3.8.3.12. Establish procedures for and collect meaningful statistics that will enable unit personnel to identify trends and improve operations training processes.
 - 3.8.3.13. Provide 17 TRW and Det 1, HQ AIA/AELTP with materials suitable for training purposes to include those prescribed by USSID 601.
- 3.9. If not managed by the group, Unit Command Language Program Manager will:
- 3.9.1. Develop/manage a language proficiency program and serve as the focal point for all language training issues within the unit.
 - 3.9.2. Gather, validate, consolidate and prioritize annual Cryptologic Linguist Program (CLIPR) requirements for subordinate units when directed. Forward data to group.
 - 3.9.3. Gather, validate, consolidate, and prioritize annual unfunded language training requirements when directed. Forward data to group.

3.9.4. Prepare a memorandum for each 1N3 transferring to another unit in accordance with [Attachment 2](#). Insert the memorandum in the individual's AF Form 623.

3.10. If not managed by the group, the unit 1N2 Training Manager will:

3.10.1. Develop/manage a Morse training program and serve as the focal point for all unit personnel to ensure compliance with Morse proficiency requirements.

3.10.2. Provide assistance to unit personnel to facilitate acquisition of necessary training and materials.

3.10.3. The 1N2 training manager ensures current Morse proficiency data is entered in the individual's AF Form 623. Current data will be entered either on an AF Form 1098 or will be included via a memorandum in accordance with [Attachment 3](#).

4. Initial Orientation and Assessment Training. Operations Training or supervisory personnel will:

4.1. Assess experience to determine the level of training required for the individual to meet applicable job qualification standards.

4.2. Identify and document trainee's strong and weak points on AF Form 623a.

4.3. Brief trainee and supervisor on training program and individual training plan.

5. Evaluation of Training. (NOTE: The procedures outlined in paragraph [5](#), do not apply to operational duty positions governed by applicable Stan/Eval Program guidance.)

5.1. Duty Position Certification.

5.1.1. Third-party certifications are required to certify trainees on all tasks listed on the MTL for each operational duty position.

5.1.1.1. Certification of critical tasks will include a Demonstrated Performance Check (DPC) at a minimum.

5.1.1.2. Certification of non-critical tasks may be accomplished by a DPC, written test or a combination of both. However, use a DPC whenever practical.

5.1.1.2.1. Use performance-oriented questions in developing written tests.

5.1.1.2.2. The minimum passing score for any written test is 85 percent and must include a post-test critique to 100 percent understanding of missed items.

5.1.1.3. Once an individual is certified by third party evaluation on their initial duty position, the supervisor may recommend skill-level upgrade, assuming all other AFI 36-2201 and CFETP requirements have been met.

6. Documenting Training and Duty Position Certifications. (NOTE: For positions which fall under the purview of the Stan/Eval Program, follow documentation requirements of the applicable Stan/Eval instruction.)

6.1. Training folders: (AF Form 623) All members affected by this instruction who are manning operational duty positions will have a training folder.

6.1.1. Units working in a multi-service atmosphere may use the joint-service facility's approved documentation guidance as long as it meets minimum AF documentation requirements.

6.1.2. Upon PCS of AF personnel from a multi-service atmosphere, all pertinent training and certification data must be transcribed onto approved AF forms.

6.2. Training Documentation: At a minimum, documentation identifies a trainee's strengths and weaknesses and is extremely important when making decisions on waiver requests. Quality documentation is vital to the training process and requires supervisory involvement.

7. Proficiency Maintenance: (NOTE: For positions which fall under the purview of the Stan/Eval program, follow proficiency maintenance requirements in the applicable Stan/Eval instruction.) Once an individual is position qualified, the supervisor must ensure proficiency for that position is maintained. Units will specify local proficiency maintenance requirements in the unit Operations Training instruction. In addition, the unit will ensure programs are in place for all personnel to maintain proficiency requirements established in the CFETP.

HAROLD J. BEATTY, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

NSACSS PMM 285, *Structured On the Job Training (OJT) for Enlisted Military Personnel*, 19 Oct 00
AFPD 36-22, *Military Training*, AFI 36-2201, *Developing, Managing, and Conducting Training*
AFPAM 36-2211, *Guide for Management of Air Force Training Systems*.
AFMAN 36-2234, *Instructional System Development*
AFH 36-2235 Volumes 1-11, *Information for Designers of Instructional Systems Designs*
AFMAN 36-2236, *Guidebook for Air Force Instructors*
AFM 36-2247, *Planning, Conducting, Administering, and Evaluating Training*

Abbreviations and Acronyms

ACC—Air Combat Command
AELTP—Air Force Exportable Linguistic Training Program
AETC—Air Education Training Command
AFCO—Air Force Cryptologic Office
AFH—Air Force Handbook
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFSC—Air Force Specialty Code
AIA—Air Intelligence Agency
CFETP—Career Field Education and Training Plan
CLP—Command Language Program
CLPM—Command Language Program Manager
CLIPR—Cryptologic Linguist Program
DLPT—Defense Language Proficiency Test
DPC—Demonstrated Performance Check
ETM—Education and Training Manager
HHQ—Higher Headquarters
ISD—Instructional Systems Design
JQS—Job Qualification Standard

MTL—Master Task List

NCS—National Cryptologic School

NSA—National Security Agency

NSACSS—National Security Agency Central Security Service

OI—Operating Instruction

OJT—On the Job Training

PCS—Permanent Change of Station

PMM—Personnel Management Manual

SAV—Staff Assistance Visit

UGT—Upgrade Training

Terms

Command Language Program (CLP)—Each unit with six or more 1N3XXX personnel assigned will establish a CLP. Units may combine their programs with co-located Army, Navy, Air Force or Marine units to consolidate resources, but individual commanders remain responsible for ensuring linguists meet Air Force training, proficiency and documentation requirements. When Command Language Programs are consolidated at the group level, the group is accountable for all unit responsibilities listed and individual units need not establish separate programs. Units with fewer than six 1N3XXX personnel need not establish a formal CLP but still must comply with requirements outlined in the 1N3 Career Field Education and Training Plan (CFETP). All references to language proficiency and testing imply Defense Language Proficiency Test (DLPT).

Morse Proficiency Program—Each unit with 1N2XX personnel assigned will establish a Morse proficiency program. Units may combine their programs with co-located Air Force units to consolidate resources, but individual commanders remain responsible for ensuring personnel meet Air Force training, proficiency and documentation requirements. When Morse proficiency programs are consolidated at the group level, the group is accountable for all unit responsibilities listed and individual units need not establish separate programs.

Operations Training—Qualifications Training is training above and beyond the JQS, and is conducted to satisfy unit-specific intelligence operations mission needs. It pertains to duty positions that directly contribute to a unit's mission. Operations training is the primary tool used to ensure individuals are qualified to perform specific duties and tasks on an operational duty position. It is accomplished through hands-on qualification training using performance-based task breakdowns to ensure 100 percent task coverage. Personnel are determined to be position qualified by measuring them against standards set forth in the CFETP for the person's dedicated position with additional tasks identified in locally developed JQS. It includes annual proficiency training requirements, and any other wing mandated training deemed necessary for total mission accomplishment.

Remedial Training—Remedial training occurs upon a failed certification and only on those items failed. Remedial training also occurs when individuals fail to attain or maintain a mandated career field proficiency requirement. Standardization and Evaluation Training (Stan/Eval) - **The Stan/Eval Program is the commander's tool to validate mission readiness and the effectiveness of unit mission training,**

to include documentation of individual member's qualifications and capabilities. Stan/Eval training prepares personnel for certification/qualification by a third party evaluation staff.

Upgrade Training—Training that leads to the award of a higher skill level.

Attachment 2**SAMPLE OF LINGUIST PROFICIENCY DATA MEMORANDUM**

A2.1. The following is an example of the Linguist Proficiency Data memorandum:

MEMORANDUM FOR: *(gaining unit)*

(date)

FROM: *(losing unit)*

SUBJ: Linguist Proficiency Data

The following 1N3 has received orders to PCS to your unit. We provide the following data as required by 70 IWI 36-2201:

Name, rank, DLPT scores, DLPT date, remedial or continuation stage, date entered remedial/continuation stage, last significant training event.

NAME:

RANK:

PRIMARY LANGUAGE:

DLPT SCORE:

DLPT DATE:

Individual entered *(circle one)* **remedial/continuation stage on** *(date)*.

Last significant training type, hours, and date:

SECONDARY LANGUAGE:

DLPT SCORE:

DLPT DATE:

Last significant training type, hours, and date:

(CLPM SIGNATURE BLOCK)

Attachment 3**SAMPLE OF MORSE PROFICIENCY DATA MEMORANDUM**

A3.1. The following is an example of the Morse Proficiency Data memorandum:

MEMORANDUM FOR: *(gaining unit)(date)*

FROM: *(losing unit)*

SUBJ: Morse Proficiency Data

The following 1N2 has received orders to PCS to your unit. We provide the following data as required by 70 IWI 36-2201:

Name, rank, Morse proficiency test date, Morse proficiency scores, remedial or continuation stage, date entered remedial/continuation stage.

NAME:

RANK:

MORSE TEST DATE:

MORSE PROFICIENCY SCORES:

Individual entered *(circle one)* **remedial/continuation stage on** (date).

(1N2 UNIT TNG MGR SIGNATURE BLOCK)